

New Booking Guest Information

If you are creating a booking for a Guest without a guest history, then all fields will need to be entered. If it is a return guest with a guest record, then the fields will auto populate with the guest details and a [Guest History link](#) will also appear

The information shown in the Guest Information Section is attached to the guest and will update all Guest Records if any changes are made.

Use Reset Guest ID to create a new Guest Record. This is useful if multiple bookings are made under one guest name and then changed to a new guest name or details. See [Reset Guest I.D.](#)

To complete the booking only the fields denoted with a red asterisk * are required and must be filled in to complete the booking. It is a good idea to fill out the Guest Details with as correctly and with as much detail as possible since it used when printing statements, folios and in Guest Letters.

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New Booking
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Guest Information

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Guest Information			
* Last Name:	Johnson	* First Name:	Erica
Salutation:		Date of Birth:	
Address:	1234 Anywhere St.		
Zip:	XXXXX	City:	Anywhere
State:	CO	Country:	United States
Main Phone:	333-333-3333	Cell Phone:	
Business Phone:		e-mail:	123@123.com
Fax:		Password:	
Driver's License #:		Passport #:	
Guest ID:	8506	Reset Guest ID Guest History	

Guest History

This link is displayed ONLY If you enter a Guest Name that has a guest history record. When clicked a new window will open with the Guest History of Guest Name entered.

Arrival: 14-Jul-2016
Nights: 2
Departure: 16-Jul-2016

* Guests: 1
(A/C/I): 0
Room Type: Queen with a View
Room: 101
* Rate Plan: Queen rate

Day	Date	Room Type	Room	Rate	Rate
Thu	14-Jul-2016	Queen with a View	101	Queen rate	\$75.00
Fri	15-Jul-2016	Queen with a View	101	Queen rate	\$75.00
Total:					\$150.00

Guest Information

* Last Name: Johnson
* First Name: Erica

Salutation:
Date of Birth:

Nederland
United States

erica@123.com

[Guest History](#)

Avg # of Nights: 8
CXL Ratio: 20%
Avg Rate: \$134.25
Most Freq Room Type: Not in use N/A

Most Freq Room: 400
Active Stays: 0
Total Stays: 5

Confirmation #	Arrival	Departure	Status	Room Type	Room	Avg. Rate	# Guests
58002W	16-NOV-2015	19-NOV-2015	Unconfirmed	Eco Bungalow		\$79	1/0/0
43002	07-JUL-2015	07-JUL-2015	Complete	SUITE - 2 Bedroom	400	\$300	2/0/0
38647W	06-JUL-2015	06-JUL-2015	Complete	SUITE - 2 Bedroom		\$0	2/0/0
37508W	01-JUL-2015	04-JUL-2015	Complete	Eco Bungalow		\$0	2/0/0
3010	23-JUN-2014	27-JUL-2014	Cancelled	Queen with a View	104	\$0	1/0/0

Projected Income: \$ 178.5
Deposit Quote: \$35.70
Time of arrival: 15:00
Time of departure: 11:00

* Guaranteed By: Select From List

Complete Booking
Discard and Close Window

Guest Name (last,first)	This is an EZSearch field. If an EZSearch record is selected (through a guest history search), then the guest contact history as well as market Code will be inherited from the guest record.
Salutation	Choose from Drop-down list. Salutation can be used in letters
Date of Birth	Entered in, can be a month/date or a month/date/year entry, leaving guests the ability to avoid placing a year in
Address	Enter Address and do not use special characters as this can cause a data error.
Zip Code	We subscribe to a ZIP code database that will populate the city from a zip code lookup. If your property is using the Zip Code Auto-fill feature, then when you type in the zip code, the city and state fields will automatically populate. If there are more than one city associated with the zip code entered, a drop down list will appear allowing you to select which city is appropriate. You can override the city and state by tabbing down to the city and typing the city given by the guest.. If the city is incorrect, please reconfirm that you typed in the correct zip code.
City	Auto Selected from zip code (Can be manually entered)
State	Auto Selected from zip code (Can be manually entered)
Country	Choose Country from drop-down list. To change sort order of countries, see Countries .
Home Phone	Enter phone number in this format 333-333-3333
Cell Phone	Enter cell phone number in this format 333-333-3333
Business Phone	Enter phone number in this format 333-333-3333

E-Mail	All subsequent bookings entered with the same email address will automatically use the Guest details from this record
Fax	Enter Fax number in this format 333-333-3333
Password	
Driver's License #	A manual entry with any combinations of letters and/or numbers.
Passport	A manual entry with any combinations of letters and/or numbers.
Guest I.D	The Guest ID is automatically generated in the system for each guest and can't be edited. To create a new guest record, click reset guest id.
Reset Guest I. D.	To create a new Guest Record click Reset Guest ID.
Guest History	Click this link to see the Guest History for the Guest Name entered. This link will only appear once a guest name is entered that is a return guest and has a guest history record.



To create a list of Guest details, go to [Search Bookings](#)